

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: Outpatient Services Assessments

NUMBER: NN-PC-AS- 01

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ORIGINAL DATE: 5/20/10

REVIEW/REVISE DATE:

APPROVAL: Rosalyn Reynolds {S}, Agency Director

I. PURPOSE

The purpose of this policy is to identify assessments completed by outpatient services at Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS that all consumers be assessed upon admission and be reassessed at regular intervals as well as when their condition changes.

III. PROCEDURE

1. Outpatient Services PAS

- A. The following assessments are completed in the Electronic Medical Record (EMR) by a licensed clinician at the time of admission to services:

- Diagnosis
- Presenting concerns
- Psychiatric History
- Legal Problems
- Addictive Behavior
- Anger/Aggression
- Suicide/Self-harm
- Mini Mental Exam
- Mental Status
- LOCUS (CWS)
- Patient Self Assessment – completed by consumer
- Abuse and trauma
- Summary Progress Note

B. The following assessments are completed in the Electronic Medical Record (EMR) by the RN in the PAS at the time of admission:

- Allergies (Nurses)
- Medications (Nurses)
- Nurses Assessment Bundle: including the following tabs:
 - Subjective Physical
 - Nutrition Screening
 - Objective Physical
 - Pain
 - General Physical Condition
 - Physical/Marks/Wounds/Injuries
 - Medical History, treatment and, health habits
 - Patient/Family Education Record
 - Summary Progress Note
 - Initial Treatment Plan

2. Outpatient Services – Medication Clinic

Comment [p1]: Who completes this

A. Abnormal Involuntary Movement Scale (AIMS) – will be completed annually in the EMR on all consumers receiving qualifying neuroleptic medications(QNM) for longer than 6 months. Consumers on qualifying neuroleptic medications who experiences an unexpected change in condition, or response warrants an AIMS assessment.

B. Consumers undergoing decreased dosage taper of QNM will receive an AIMS evaluation at least once every 6 months until dosage has been stabilized.

C. LOCUS – Completed EMR at the time of admission to the outpatient program and updated every three months.

D. Outpatient Nursing Assessment – MR 111 competed for consumers presenting to the medication clinic for scheduled appointments or walk-in visits requiring evaluation.

3. Outpatient Services – Service Coordination

A. Vocational Assessment, page 3. Completed by Service Coordination and/or Mental Health Court in the EMR if client indicates desire to work. Completed at initial treatment planning meeting. Updated as needed.

B. Vocational Assessment – completed by Vocational Services in the EMR at the time of admission to outpatient services and updated as needed.

C. RN Nutrition Screening – This is a screening tool to identify consumer with nutritional risk factors. It is completed by RN's in Service Coordination in the EMR as needed.

4. Outpatient Services – Mental Health Court

A. Family/Social. Assessment - completed in EMR by Service Coordination at initial treatment planning meeting and updated as needed.

- B. Family/Social Assessment - completed in the EMR by Mental Health Court staff at initial treatment planning and is updated at needed.
- C. Readiness Assessment (MR 217) – currently a paper form and completed by Mental Health Court Staff. Completed within 30-days of intake to the Mental Health Court. The form is signed by the consumer or guardian and Service Coordinator. The MR 217 is updated every 90-days. This assessment is kept in hard copy chart.

5. PACT

The PACT assessment is documented in the Psychosocial Assessment in the EMR. PACT will complete this assessment within 30 days of the consumer's acceptance into the program. This includes the following tabs:

- Presenting Concerns
- Living Situation
- Employment/Military
- Relationships
- Suicide/Self-harm
- Anger/Aggression/Homicidal
- Predatory Behaviors
- Addictive/Behavior
- Psychiatric History
- Legal Issues
- Education
- Strengths and Weaknesses
- LOCUS completed at intake and updated every 90days

- 6. Counseling: The following assessments will be documented in the EMR in the Psychology department.
- A. Counseling orientation group. A progress note will be entered into the EMR
- B. MR 204 – Outpatient psychology evaluation form will be completed at the first appointment.
- C. A LOCUS upon the initial appointment and every 3 months and as indicated by changes in acuity.
- D. Treatment Plan completed by 2nd visit.

6. Psychiatric Evaluation – Electronic Medical Record

- a. Completed by the Prescribing Clinician, MD/APN at initial appointment to the Medication Clinic if the consumer does not have a recent evaluation completed and available.
- b. The psychiatric evaluation can be dictated or entered directly into the electronic medical record.
- c. The following items must be addressed in the psychiatric evaluation:
 - Chief complaint
 - Description of current symptoms requiring hospitalization
 - Current medical history
 - Psychiatric & medical history
 - History of substance abuse
 - Mental status
 - ICD-9-CM
 - 5 axis Diagnosis
 - Estimation of memory function
 - Capacity for harm
 - Capacity for ADLs
 - Insight
 - Judgment

7. Nutritional Assessment

- a. A nutritional assessment can be ordered following a nutrition screening in outpatient that indicates three or more nutritional risks.
- b. A request will be forwarded to the Registered Dietician in writing which includes the individual's name, phone number, and the consumer's nutritional status which warranted the referral.
- c. The Dietician will consult with the individual within 7 working days and document findings in the EMR (progress note)

VI: PROCEDURE FOR ACCESSING ASSESSMENT REPORTS IN THE EMR:

To View or Print Out Assessments:

1. On the CWS menu select:
 - A. Mental Health Assessments
 - B. Individual Mental Health Assessment Inquiry Reports
 - C. Select assessment you wish to view
 - D. Select Episode
 - E. Select Last, All, or Specific Assessment
 - F. Click on the Process Report icon
 - G. A system report will be created and the report can be printed if needed.
2. Chart review feature can be used and all episodes are available for review. Click on the episode. Right click on the assessment for review; click on view assessment. Assessments can be printed if necessary.

To View Nursing Assessment Bundle:

3. On the CWS menu select:
 - A. Mental Health Assessments
 - B. Mental Health Assessment Reports
 - C. Select Report of Interest
 - D. Select Client
 - E. Select Episode
 - F. Process Report
 - G. This will bring up all assessments completed using the nursing and/or
 - H. Psychological Assessment Bundle